

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: PARALEGAL	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 09/01/2015
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$2,973 - \$3,716 GRADE: N
MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.	
EDUCATION: Bachelor's degree in paralegal studies or other relevant field of study.	
EXPERIENCE: Two years experience working in legal environment	
SUBSTITUTION FOR MINIMUM REQUIREMENTS	
EDUCATION: The following will substitute for the minimum education requirement: 1) Bachelor's degree in non-related field; 2) Associate's degree in paralegal studies with two (2) years of legal experience; 3) Three (3) years of Kentucky Retirement Systems or similar public pension experience; or 4) Four (4) years of legal experience.	
EXPERIENCE: Two years non legal experience will substitute for experience.	
SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.
Performs paralegal functions assigned by an attorney in researching, analyzing, writing and preparing legal documents; performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.
Using PC and other various pieces of office equipment, conducts analytical research, drafts documents and assists attorneys in preparation for and handling of cases at varying stages of litigation. Specifically assumes responsibility for researching and analyzing the law for drafting of legal documents such as briefs, pleadings, appeals, contracts, affidavits and other instruments for review and use by attorneys. Investigates facts and laws of a case to suggest causes of action, maintains case files, assists the attorney in most aspects of case preparation for litigation, including discovery procedures, preparation of exhibits and direction of delivery of approved subpoenas. Prepares briefs and legal documents.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.
Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.